

OFFICE OF THE CHIEF ELECTORAL OFFICER, DELHI
PLANNING BRANCH
KASHMERE GATE

No. CEO/PLG/102(12)/2023/P.F./ 9351

Dated :- 08/10/25

CIRCULAR

Sub :- Timely updating of data on the MIS Dashboard Portal, as well as the submission of the Certificate of Correctness & Completeness of Data in all aspects, as per Annexure 'C' - reg.

This is to bring to your attention that the Election Commission of India (ECI) letter No. 590/MIS/2015-Coord dated 27.08.2015 (copy enclosed) vide which has directed that the CEOs shall take print out the periodical reports in respect of a month updated on Dashboard by 7th of the subsequent month and send the same along with an online DO letter addressed to the concerned Principal Secretary/Secretary In-Charge of Territorial Zone in the Commission by 10th of that month.

2. Timely and accurate updating of data on the MIS Dashboard Portal is crucial for effective monitoring and decision-making. However, it has been observed that the updating of data, as well as the submission of the Certificate of Correctness & Completeness of Data in all aspects, as per Annexure 'C', is delayed by several districts and concerned branches despite previous reminders.

3. In view of the above, It is, therefore, requested to:-

- i. Ensure regular and timely updating of all relevant data on the MIS Dashboard Portal without fail (by 7th of every month).
- ii. Submit the duly signed Certificate of Correctness & Completeness of Data (Annexure 'C') in all aspects within the stipulated deadlines (by 7th of every month).
- iii. Coordinate with the Planning Branch to avoid any further delays.

4. Your cooperation and prompt action in this matter are highly appreciated.

5. This issues with the approval of CEO, Delhi.

Encl. :- As above.


SAVITA SHARMA
ASSISTANT DIRECTOR (PLANNING)

To,

- I. All District Election Officers (DEOs), Govt. of NCT of Delhi.
- II. All Concerned Branch In-Charge, O/o CEO, Delhi.
- ✓ III. Dy. Director (IT), IT Branch, O/o CEO, Delhi with the request to upload on CEO Website under Planning Section.

Copy for information and necessary action to :-

- i. All SDMs (Election), Govt. of NCT of Delhi.

Copy for information to :-

- i. PA to CEO, O/o CEO, Delhi.
- ii. PS to Addl. CEO, O/o CEO, Delhi.
- iii. PA to Jt. CEO, O/o CEO, Delhi.


SAVITA SHARMA
ASSISTANT DIRECTOR (PLANNING)

ELECTION COMMISSION OF INDIA

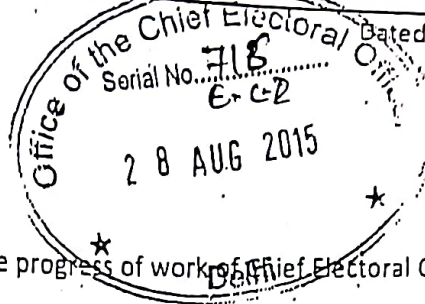
NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI - 110001

No. 590/MIS/2015-Coord

ad Post

To

The Chief Electoral Officers of
All States and Union Territories.



Dated: 27th August, 2015

9784/CEO
28/8

Subject: Review of Monthly Monitoring of the progress of work of Chief Electoral Officers- regarding.

Sir/Madam,

Pursuant to the decision in CEOs Conference held on 10th and 11th August, 2015, MIS Dashboard prepared by ECI IT team has been duly activated. Accordingly, with effect from September, 2015 the data in the periodical reports has to be filled/updated on MIS Dashboard by CEOs and DEOs regularly and in time bound manner. DEOs will be able to login by their login passwords being used in PGR system. The User Manual will be available at the website and the users can access it through the same login. The CEOs shall monitor updating of data on Dashboard.

2. The Commission has directed that the CEOs shall take print out of the periodical reports in respect of a month updated on Dashboard by 7th of the subsequent month and send the same along with an online DO letter addressed to the concerned Principal Secretary/Secretary in-charge of Territorial Zone in the Commission by 10th of that month, covering, *inter alia*, the following issues:

- Details of vacancy position and whether an EP impacting on bye-elections is pending.
- Status of accounts of Election Expenditure submitted by contesting candidates.
- Status of NERPP activities relating to error correction, removal of duplicate entries/repeat image and total number of PVC EPIC issued.
- Information on Polling Station rationalization as well as on provision of Basic Minimum

Facilities (BMF) at Polling Stations.

Availability of EVM and VVPAT.

- Status of pending disciplinary cases related to previous elections.
- Any innovation, new idea or process re-engineering etc. that CEOs may wish to share/suggest.
- Issues for the consideration of the Commission.

165/CEC
31/8/15

7525/HCEO
31/8/2015

10/10/15

Jt. CEO

31/8

SAAB 21/09

already dealt

6/12/20

The Principal Secretary/Secretary in-charge of Territorial Zones will go through 70 letters received from CEOs of the States under their charge and submit the same along with their analysis through the DEC concerned for the consideration of the Commission. Further, on basis of information received from Zonal Principal Secretaries/Secretaries, Coordination Division will additionally prepare an overall assessment report for perusal of the Commission. Thereafter, assessment report will be issued by Coordination Division to all CEOs for necessary action.

4. All the CEOs and Zonal Principal Secretaries/Secretaries shall take necessary action accordingly.

Yours faithfully,


(NARENDRA N BUTOLIA)

SECRETARY

ANNEXURE-C

CERTIFICATE

It is certified that the Data entered in the Monthly Progress Monitoring Dashboard Report in r/o District/ Branch for the Month of _____, Year _____ is correct and complete in all aspects.

Name & Designation
District / Branch Incharge